



# **E**nrollment

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## **VVFC History**



Hello and welcome to the Virginia Vaccines For Children (VVFC) program! VVFC was established in October of 1994 to help raise childhood immunization levels in the United States. Cost and location were determined to be barriers to immunization. Through utilization of private and public providers, the VVFC program was designed to reduce the effects of these barriers. The VVFC program supplies federally purchased vaccine at no cost to health care providers so they may offer vaccines to qualified children without having to accrue the cost themselves and without having to send children to a separate facility for their vaccines. Read on to learn how to get your program started. This handbook is designed to be your guide to the VVFC program!

## **Program Benefits**

- ✓ Increased vaccination rates for otherwise unprotected children
- ✓ Decreased morbidity and mortality from vaccine-preventable diseases
- ✓ Increased herd immunity for your local community
- ✓ Preventive and maintenance care to high-risk children in your community
- ✓ Provide vaccines to eligible children who ordinarily cannot get recommended vaccinations, while incurring no additional cost to your facility
- ✓ Reduce referrals to public clinics, allowing these patients to remain in their medical homes and ensuring continuity of care
- ✓ Save money on your vaccine purchases by receiving publicly purchased vaccines covered under the program (these vaccines are FREE to you as a participant in the VVFC program)
- ✓ Technical assistance to improve your vaccination rates such as record keeping, vaccine handling, and vaccination opportunities



# Enrolling



## ***Enrollment Process***

Since you are already a member, we have received your Registration Form. The Registration Form contains basic information about your facility and the type and number of patients seen. You have been as accurate as possible in gauging your patient profile and this is important for several reasons. Accurately describing your facility and patient profile allows us to determine how much vaccine you are eligible to receive. It is also a basis for our funding. If you under estimate the number of VVFC patients, we could run out of money for vaccine before the end of the year. If you over estimate your patient profile, we could have an excess of funds at year's end and lose funding for the following year. Medicaid HMO patients should be counted as "Medicaid" and FAMIS patients should be counted as "Private." You have also submitted a temperature log demonstrating adequate storage for VVFC vaccine.

## ***Practice Identification Number***

***PINs are assigned to a particular site and do not transfer with a physician or nurse.***

***If a member of your medical staff leaves the facility, they may not take the site's PIN.***

A Practice Identification Number (PIN) has been assigned to your facility, which you will use to identify your facility to VVFC. Using your PIN on all correspondence helps us to quickly and accurately find your records and answer your questions. Now you are ready to participate in the program!

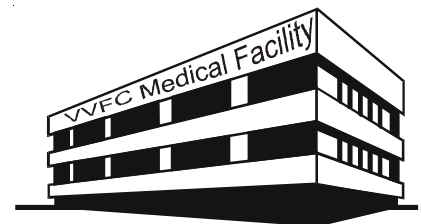
Please contact the VVFC office if there is a change in your medical facility which may affect VVFC. This includes changes for contact people, mailing addresses, shipping addresses, practice hours, email addresses, and physicians. This helps ensure our data is current and that you receive your vaccine products in a timely and efficient manner. Major changes in your facility may require a new PIN, re-classification, or a registration update. Please contact the VVFC office if you have questions about your classification.

## ***Multiple Office Enrollment***

Depending on your organization, you may be assigned more than one PIN number. If there is more than one facility under the same medical group (sharing staff and patients) and each facility is receiving and administering VVFC vaccine, a Parent PIN is assigned. The Parent PIN is assigned to the medical group's main location. A related PIN identifying all locations of one medical group will be given to each location to delineate the separate VVFC facilities. For example, a Parent PIN might be P999. All other locations would be distinguished with the PIN and a letter following the number, such as: P999-A, P999-B, and P999-C, etc.

## **Affiliate Offices**

For providers that have more than one office open at least several days a week, we suggest enrolling additional offices as affiliate offices (possibly sharing staff but not sharing patients). To enroll an affiliate office, simply fill out an additional Registration Form indicating that you are an affiliate of the main facility. This will entitle your additional offices to independently order and receive VVFC vaccine.



## **Satellite Offices**

If your additional office will be administering VVFC vaccine, but not receiving shipments (such as an office open only once a week in which vaccine is transferred by staff as needed) please enroll as a satellite office. We have procedures in place to help you keep track of vaccine you may transport between offices.



# Enrollment

## Facility Types

The majority of providers enrolled in the VVFC program are private physician offices. Some facilities do not qualify as private facilities and meet the criteria for either a Federally Qualified Health Center (FQHC), a Rural Health Clinic (RHC), a Community Health Center (CHC), a Public Hospital, or a Health Department. For more information on Health Department vaccine use, please see the appendix entitled, "Vaccine Use Guidelines at a Health Department." The term "Public Facilities" in this handbook refers only to FQHC's, RHC's, and Public Hospitals. Because public facilities operate differently from private facilities, it is important to understand the criteria for each.

### **Federally Qualified Health Center and Community Health Center**

A center that provides health care to a medically underserved population may apply to the Health Resources and Services Administration (HRSA) for FQHC/CHC status. If the application is approved and the health center meets the HRSA qualifications, FQHC/CHC status is conferred.

FQHC/CHC's include community and migrant centers, special health facilities such as those for the homeless and persons with AIDS that receive grants under the Public Health Service (PHS) Act, and "look-alikes" which meet the qualifications, but do not actually receive grant funds. They also include health centers within public housing and Indian health centers.

As of March 2007, there are about 200 designated FQHC/CHC's in Virginia eligible for membership in VVFC.

### **Rural Health Clinic**

The Rural Health Clinic program was established in 1977. Its two-fold purpose is to increase access to health care for rural, underserved communities, and to expand the use of nurse practitioners (NP's), physician assistants (PA's), and certified nurse midwives (CNM's) in rural communities.

To be eligible for certification as an RHC, a clinic must be located in a Health Shortage Area. RHC's are required to be staffed by PA's, NP's, or CNM's at least half of the time the clinic is open.

As of March 2007, there are about 49 RHC's in Virginia. Currently, RHC's make up one of the largest outpatient primary care programs for rural underserved communities. RHC's provide comprehensive family-oriented primary health service to medically underserved and disadvantaged populations experiencing financial, geographical, or cultural barriers to care.

**To inquire about FQHC/CHC status**, contact contact Health Resources and Services Administration, Bureau of Primary Health Care, at Phone: (301) 594-4300, (877) 477-2123, Email: [tbowers@hrsa.gov](mailto:tbowers@hrsa.gov) or [hrsagac@hrsa.gov](mailto:hrsagac@hrsa.gov)

**To inquire about RHC status**, contact the Center for Quality Health Care Services and Consumer Protection at (804) 367-2156.

## ***Inactive Membership Status***

Contact the VVFC office if your facility closes or no longer treats VVFC patients. Your facility will then be listed as inactive. When your practice becomes a member of the Virginia Vaccines For Children program you agree to adhere to federal guidelines. If at any time your practice does not adhere to the VVFC requirements, your facility's enrollment may be inactivated. Practices no longer participating in VVFC are required to return all VVFC vaccines. Please contact the VVFC Order Center for assistance with vaccine returns.